Parent Conferences: Online Signups

GETTING STARTED

To begin, please visit this address in your web browser:

https://www.mtwp.net/conferences

In order to register for a conference, you must have a Community Account on our website. Creating an account is free; all you need to provide is a valid email address. If you do not have an account, you can create one on the Parent Conference signup page by clicking on the button labeled "Click here if you need to create a new account." If you have an account, but do not remember your password, you can request a password reset by clicking on the button labeled "Click here if you need to reset your password."
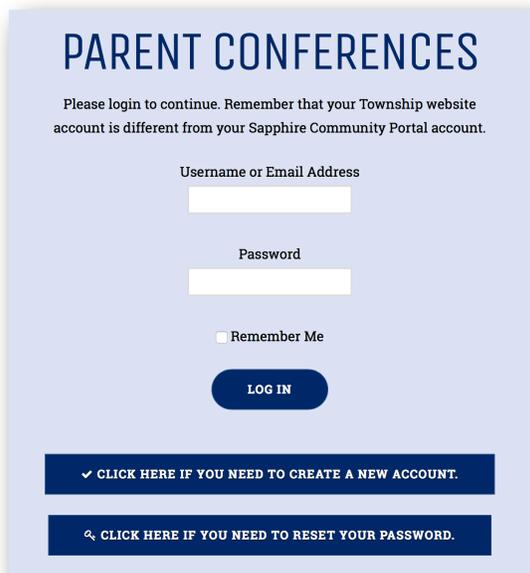
PARENT CONFERENCES

Please login to continue. Remember that your Township website account is different from your Sapphire Community Portal account.

Username or Email Address

Password

☐ Remember Me

LOG IN

✔ CLICK HERE IF YOU NEED TO CREATE A NEW ACCOUNT.

🔍 CLICK HERE IF YOU NEED TO RESET YOUR PASSWORD.

Note: This is not the same as your Sapphire Community Account. For more information, please see the last page of this document.

Once you have logged in successfully (or created your account if necessary), you may access the Parent Conference signup page by visiting https://www.mtwp.net/conferences directly or by clicking on the link at the top of each page of our website.

SIGNING UP

To sign up, you'll first need to select a school (at this time, online signup is offered for the High School, the Middle School, and Landis Run Intermediate School):

🎓 **Choose School:**

⌄

👤 **Choose Teacher:**

📅 **Choose Date:**

After choosing a school, you will need to select the teacher with whom you wish to schedule a conference:

🎓 **Choose School:**

Middle School

👤 **Choose Teacher:**

✓

Adams, Andrea
Baker, Hillary
Beckley, Rachel
Boal, Megan
Booker, Brian
Boring, Mitchell
Brehman, Alyxandra
Brown, Gregory

Some teachers are available for conferences on multiple days. If you choose a teacher in that situation, you will need to select a date. If the teacher you select is only available on one date, that date will be automatically selected. Once a date has been selected, you will be able to view the teacher's schedule:

AVAILABLE CONFERENCE SLOTS

🕐 12:00 PM - 12:15 PM
☑ SIGN UP FOR THIS SLOT!

🕐 12:15 PM - 12:30 PM
☑ SIGN UP FOR THIS SLOT!

🕐 12:30 PM - 12:45 PM
☑ SIGN UP FOR THIS SLOT!

🕐 12:45 PM - 1:00 PM
☑ SIGN UP FOR THIS SLOT!

🕐 1:00 PM - 1:15 PM
☑ SIGN UP FOR THIS SLOT!

🕐 1:15 PM - 1:30 PM
☑ SIGN UP FOR THIS SLOT!

🕐 1:30 PM - 1:45 PM
☑ SIGN UP FOR THIS SLOT!

Any slots that are already taken will not be available for you to select (likewise, once you register for a slot, no one else will be able to select it, nor will they be able to see that you have selected it; your selections will only be available to you, the teacher, and the building administration).

To select a slot, click the link that says, "Sign up for this slot!" below the time you you would like. A small signup form will appear where you should enter your name, your student's name, and your email address (see below).

The email address associated with your account will be automatically filled in, but you may change it if necessary. The email address you enter here will receive a notification of the conference after you click the "Save" button.

You also have the option of entering any notes you'd like to share with the teacher before the conference.

**Sign up for
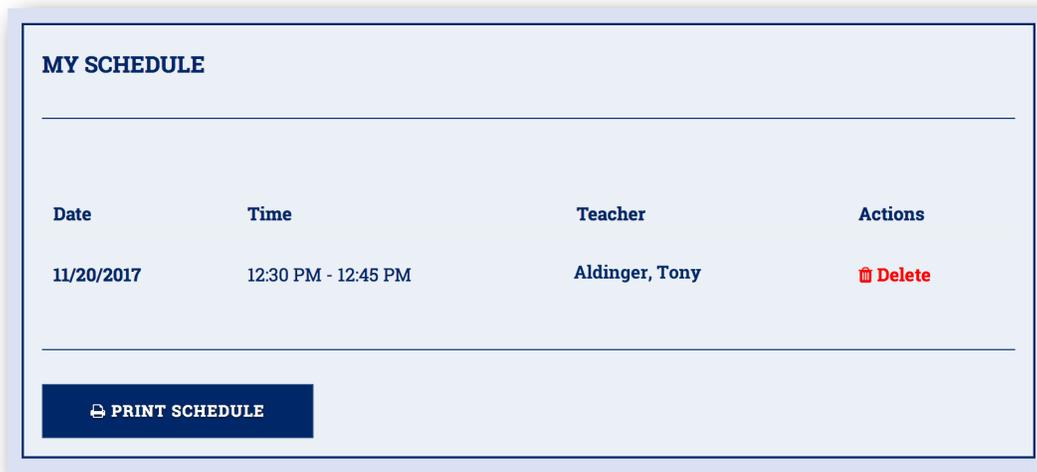09:00 AM - 09:20 AM**

Your Name

Parent McBlueStreak

Student Name

Child McBlueStreak

Notes to Teacher

We would like to discuss
the amount of homework
being assigned.

Your Email

mtparent@gmail.com

✖ CANCEL   💾 SAVE

After signing up, your schedule at the top of the screen will be updated:

MY SCHEDULE

Date	Time	Teacher	Actions
11/20/2017	12:30 PM - 12:45 PM	Aldinger, Tony	🗑 Delete

🖶 **PRINT SCHEDULE**

ADDITIONAL CONFERENCES

To sign up for additional conferences with other teachers, repeat the process, starting with the selection of a school.

WRAPPING UP

To delete a signup, simply click on the red "Delete" link next to the conference time that you wish to delete.

If you wish to print your schedule, click the "Print Schedule" button underneath your list of conferences.

WHY ISN'T THIS PART OF SAPPHIRE?

Sapphire is a commercial product purchased from an outside vendor. We have no control over its functionality and are unable to add features to it. As a result, some custom functions, such as Parent Conference Signups, must be done on our own website. We apologize for any inconvenience this causes.